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SECURITY INFORMATION

Training 10

1953

TRAINING PROGRAM IN RECORDS MANAGEMENT

Sponsored Jointly By: GENERAL SERVICES OFFICE
OFFICE OF TRAINING

OGC Has Reviewed

ROOM 1402 BUILDING I

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MORI/CDF

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A G E N D A

14 April — 11 May 1953

Chairman —
Office of Training

25X1

Tuesday, 14 April

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| 0930 | INTRODUCTORY REMARKS | <i>Chief
Record Services Division</i>
 <i>Chief
Management Training Division
Office of Training</i> |
| 1000 | RECORDS MANAGEMENT IN
INDUSTRY | <i>EMMET J. LEAHY, President
National Records Management
Council</i> |
| 1100 | RECORDS MANAGEMENT IN
GOVERNMENT | <i>HERBERT E. ANGEL, Director
Records Management Division
National Archives and Records
Services, GSA</i> |

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Monday, 20 April

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| 1000 | THE PLACE OF RECORDS
CENTERS IN A RECORDS
MANAGEMENT PROGRAM | <i>EVERETT O. ALLDREDGE, Chief
Records Center Branch, Records
Management Division, GSA</i> |
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Monday, 20 April

1100	DISPOSITION OF FEDERAL RECORDS	<i>ARTHUR E. YOUNG, Deputy Regional Director for Records Management Service, Region 3, GSA</i>
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Friday, 24 April

1000	HOW TO MAKE A RECORDS SURVEY	<i>DOROTHY M. LUTTRELL, Chief Records Administration Branch Administrative Services Division Office of Price Stabilization</i>
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1100	CORRESPONDENCE MANAGEMENT	<i>MONA SHEPPARD, Organization and Methods Examiner, Records Management Division, GSA</i>
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1150	STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Chief Record Services Division</i>
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Monday, 27 April

1000	FORMS AND PUBLICATION MANAGEMENT	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Chief Printing Advisory Staff</i>
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1100	PRINTING AND REPRODUC- TION IN THE AGENCY	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Assistant Chief Printing and Reproduction Division</i>
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Friday, 1 May

1000	SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS	<input type="text"/>	<i>Records Analyst</i>	25X1
1100	THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS	<input type="text"/>	<i>Chief Machine Records Branch</i>	25X1

Monday, 4 May

1000	PROCEDURE FOR DEPOSITING VITAL MATERIALS	<input type="text"/>	<i>Records Analyst</i>	25X1
1030	OPERATION OF THE VITAL MATERIALS REPOSITORY	<input type="text"/>	<i>Services Officer</i>	25X1
1100	RECORDS DISPOSAL, RETIREMENT AND PRESERVATION	<input type="text"/>	<i>Chief Records Management and Distribution Branch</i>	25X1

Friday, 8 May

1000	STANDARDS FOR MICROFILMING	<input type="text"/>	<i>Records Analyst</i>	25X1
1030	OPERATION OF AN AGENCY RECORDS CENTER	<input type="text"/>	<i>Records Analyst</i>	25X1

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Friday, 8 May

1100	REPORTS MANAGEMENT	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Records Analyst</i>	25X1
1130	THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT	<div style="border: 1px solid black; width: 120px; height: 1.2em; display: inline-block;"></div> <i>Chief</i> <i>Organization and Methods Service</i>	25X1

Monday, 11 May

1000	THE TASK OF AREA RECORDS OFFICERS	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Chief</i> <i>Record Services Division</i>	25X1
1030	INSTALLING YOUR RECORDS MANAGEMENT PROGRAM	<div style="border: 1px solid black; width: 110px; height: 1.2em; display: inline-block;"></div> <i>Assistant Chief</i> ✓ <i>Records Management and Distribution Branch</i>	25X1
1100	GROUP DISCUSSION	<div style="border: 1px solid black; width: 190px; height: 50px; display: inline-block;"></div>	25X1
1145	SUMMARY	<div style="border: 1px solid black; width: 160px; height: 1.2em; display: inline-block;"></div>	25X1
1150	CLOSING REMARKS	<div style="border: 1px solid black; width: 120px; height: 1.2em; display: inline-block;"></div> <i>Chief</i> <i>General Services</i> ✓ <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Office of Training</i>	25X1 25X1

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